



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Administration

Special Attention of:

Transmittal for Handbook No: 2225.6 REV-1
CHG-57

Headquarters Records Management Liaison Officers
Field Office Records Management Liaison Officers

Issued: June 4, 2004

1. **This Transmits** Change 57 of Handbook 2225.6 REV-1 CHG-57, HUD Records Disposition Schedules, Schedule 51, Office of Departmental Equal Employment Opportunity, (ODEEO), Alternative Dispute Resolution, (ADR), program records.

2. **SUMMARY:**

Item 9, Alternative Dispute Resolution, (ADR) program records are being added to the handbook to provide description of record and the disposition instructions for the Office of Equal Employment Opportunity, (ODEEO). This description of record and disposition authority were approved by the National Archives and Records Administration, (NARA) on April 6, 2004, NARA Job Number N1-207-04-2.

3. **FILING INSTRUCTIONS:**

REMOVE:

Appendix 51, CHG-42
page 3, dated 8/98

INSERT:

Appendix 51, CHG-57
page 3, dated 8/98
and page 4 dated 6/04

Distribution: W-3-1 (Special Direct by AJADR)



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HUD-23

RECORDS DISPOSITION SCHEDULE 51

OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

Item No.	Description of Records	Disposition
8.	EEO Affirmative Employment Plans AEP(s).	
a.	Agency copy of consolidated AEP(s).	Destroy 5 years from date of plan. (N1-207-98-2, item 8a) (GRS 1/25h (1))
b.	Agency feeder plans to consolidate AEP(s).	Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. (N1-207-98-2, item 8b) (GRS 1/25h (2))
c.	Report of on-site reviews of Affirmative Employment Programs.	Destroy 5 years from the date of report. (N1-207-98-2, item 8c) (GRS 1/25h (3))
d.	Agency copy of annual report of Affirmative Employment accomplishments.	Destroy 5 years from date of report. (N1-207-98-2, item 8d) (GRS 1/25h (4))

RECORDS DISPOSITION SCHEDULE 51

OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

Item No.	Description of Record	Disposition
9.	Alternative Dispute Resolution File. The Department's Alternative Dispute Resolution (ADR) program uses a range of conflict resolution techniques, such as fact-finding and mediation, to resolve EEO disputes. In accordance with applicable regulations, beginning October 2005, closed ADR records will be destroyed after 4 years, pursuant to 29 CFR 1613.222. The Department's ADR cases are primarily generated from Informal complaints of discrimination and formal EEO complaints. The Alternative Resolution file consist of an ADR Election Form, Request for ADR Form, Informal Complaint of Discrimination, Formal Complaint of Discrimination, Memorandum to Equal Employment Opportunity Officer, Mediation Intake Form, Mediation Confirmation Correspondence, Status of Mediation Form, Mediation Settlement Agreement, Transmittal Letters, and Program Office Compliance Notification Letter.	Temporary. Cut off file at the end of calendar year in which case is closed. Retire to the records center two years after cutoff. Destroy four years after cutoff. (N1-207-04-2, item 9)